

TIMEXPENSE® Recorder

COMBINATION EXPENSE ACCOUNT BOOK AND APPOINTMENT DIARY
12 MONTH SET CAN START WITH ANY MONTH

EXPENSES • JAN. 1 1967 • SUNDAY				WORK DIARY • JAN. 1 1967 • SUNDAY			
				List places visited • Time spent • Appointments			
MEALS	Breakfast	Tip		8	00		Time
	Lunch	Tip			15		
	Dinner	Tip			30		
					45		
Total				9	00		
					15		
					30		
					45		
AUTO	Gas	Oil	Lub	10	00		
	Parking		Tolls		15		
	Mileage		@		30		
	Repairs, etc				45		
Total				11	00		
					15		
					30		
					45		
TRAVEL	Plane	Baggage	DEPARTURE	12	00		
	Train/ Bus		ARRIVAL		15		
	Auto Rental				30		
	Taxi	Tip	Taxi		45		
Total				1	00		
					15		
					30		
					45		
HOTEL	Place			2	00		
	Room	Tip			15		
	Room Service	Telephone			30		
	Total				45		
ENTERTAINMENT	Occasion	ENTERTAINMENT COSTS		3	00		
	Place	Items	Tips		15		
	Persons • Business Relationship		Amount		30		
					45		
Total				4	00		
					15		
					30		
					45		
Business Purpose • Comments				5	00		
					15		
					30		
					45		
MISC.	Telephone			NIGHT			
	Daily Total						

Space to list every expenditure separately

Each page dated for permanent record of date and time

All expenses detailed for elements of time, cost, and place

A record of your calls, services, appointments, arrivals, departures, etc.

Entertainment expenses listed in accordance with IRS rulings

PLUS:
Extra expense pages
Summary pages
Memo sheets
2-year calendar

(Size 6 x 3 1/4")

Wire-bound to lie flat



EACH DAY'S WORK SCHEDULE AND EXPENSES are recorded on dated, facing pages in this most convenient Timexpense Recorder that fits easily into your coat pocket. Here in one neatly designed book you'll have a record of all your expenses, appointments, notes, etc. that can be filed for easy reference in a sturdy box that holds 12 books, receipts, stubs, and summary sheets. Especially useful for clearly proving entertainment and travel deductions in compliance with Internal Revenue Service rules, this foolproof system is a must for every salesman and executive who travels. A wonderful business gift, too, that can be personalized with recipient's name on wallet for 50¢ per name.

FULL YEAR'S SET

(ITEM TX-8D)

- Black vinyl wallet personalized in gold
- 12 Monthly wire-bound books
- File box with 12 file folders
- Address and phone card
- Extra summary sheets and Memo sheets
- 2-year calendar

1- 5 Sets	\$8.75 each
6-15 Sets	Deduct 10%
20-50 Sets	Deduct 20%

Single, undated books with wallet
(Item TX-1N) \$1 each.

Your set can start with any month

EXPENSE REPORT

Mr. _____ WEEK ENDING _____ 19 ____ NO. _____

	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTALS FOR WEEK
DATE >								
DITY >								
BREAKFAST								
LUNCH								
DINNER								
LODGING								
TIPS								
AIR, RAIL, ETC.								
CAR RENTAL								
LOCAL TAXI, TOLLS, ETC.								
ENTERTAINMENT								
AUTOMOBILE EXPENSES								
MISCELLANEOUS								
TOTALS								

DATE	AUTOMOBILE EXPENSES	AMOUNT	TOTAL PER WEEK	AMOUNT
			EXPENSE PAID	
			TRAVEL EXPENSE	
			ON COMPANY	
			EXPENSE	
			REIMBURSE PAID	

DATE	MISCELLANEOUS EXPENSES	AMOUNT	DATE PAID
			CHECK NO.
			VENDOR NO.
			BANK
			APPROVED
			BY
			DATE
			TO

DATE	PERSOAN ENTERTAINER	TIME & PLACE	NATURE AND PURPOSE	IN OR AS ALLOCATED OR OTHERWISE	AMOUNT

FORM FPMR - The Evening Star, Inc. No. 507 White House

250	500	1,000	3,000	5,000
\$9.75	\$14.95	\$22.15	\$61.95	\$95.75

[illegible]

SALESMAN'S MONTHLY COMMISSIONS (Form P. 18) Padded in 100's on 20 lb. bond. Use these forms to simplify figuring and recording of salesmen's commissions and to keep track of sales by territory and salesman. Carbon paper can be used for duplicate copies to salesman or sales manager. Two hole punched for easy reference in post binder.

500 sheets \$ 6.25	1,000 sheets \$10.95
2,000 sheets \$18.95	5,000 sheets \$35.95